



## Annual Governance Statement for Gainsborough Primary and Nursery School July 2017

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Gainsborough Primary and Nursery School Governing Board are:

1. **Ensuring clarity of vision, ethos and strategic direction;**
2. **Holding the Head Teacher to account for the educational performance of the school and its pupils;**
3. **Overseeing the financial performance of the school and making sure its money is well spent.**

### Governance arrangements

The Governing Board of Gainsborough Primary School for 2016-17 was made up of

- 2 Staff governors (including the Collaboration Head)
- 2 elected Parent Governors,
- 1 Local Authority Governor
- 10 Co-opted governors. (Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school)  
Four of the co-opted governors are parents; two are employed by the school.

The full Governing Board (**FGB**) meets once each term. We also have strategy/training meetings as required. This year following a review of the collaboration with Cledford Primary School, we held an extraordinary meeting in February to discuss how to move the collaboration forward. After discussing various options, it was decided to consult parents, staff and other stakeholders on a proposal to become a Federation with Cledford Primary School. Gainsborough received no responses to the consultation, and on **19th June, the Governing Boards of both schools voted to become a Federation**. In terms of governance, this means that from 1 September 2017, there will be one governing board over both Gainsborough and Cledford schools, with parent governors, staff and co-opted governors from both schools representing the interests of **all** pupils and staff.

For 2016-17, we have had a number of committees to consider different aspects of the school in detail. These were:

- **Strategic Committee**
- **Finance, Personnel and Resources Committee (FPRC)**
- **Building and Grounds Committee (BGC)**
- **Curriculum Teaching and Learning Committee (CTLCL)**
- **Staff Appraisal and Pay Progression Committee (SAPPC).**

We also have **Hearings (HC)** and **Appeals (AC)** committees that meet if required to consider a range of issues including pupil discipline and staffing matters.

**Individual governors** also accept responsibilities for monitoring and reporting on for example; recognised curriculum areas, attendance, safeguarding, health and safety, SEN/D (Special Educational Needs), pupil premium, governor training and policies.

Please refer to the **Governors Roles and Responsibilities** sheet on the school website for a list of current Governors, their designation and roles and responsibilities.

#### **Changes in membership September 2016 to July 2017.**

Michelle Binner, Emma Brunt and Mark Boyd resigned as governors during this academic year due to other commitments. We thank them all for their valuable contributions to Gainsborough Governing Board.

In December 2016, Kerri Tomkinson and Steve Morris were elected as parent governors and

	Polly Smith joined the governing board as a co-opted member.
<b>Governors Interests</b>	A record of governor's interests can be found on the governor's page of the website or collected from the school office. Governors are asked to declare any interests at the start of the year and where appropriate to the content at Committee and Full Governing Board meetings. This is recorded on the minutes.
<b>Attendance record of governors</b>	Attendance at meetings is such that we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). However, the membership profile of governing boards has changed and it is not always possible to balance professional and personal needs with school governance ones which have escalated over the last few years, and some governors at times struggle to attend meetings. The clerk has, as required, prepared an individual governor attendance sheet which can be found on the Governor Pages of the school website.
<b>The work that we have done on our committees and in the governing board</b>	<p>The work and responsibility of the Full Governing Board is constantly being added to by the government and this has once again been a particularly busy and challenging year. In 2016-17 we have focussed on:</p> <ul style="list-style-type: none"> <li>• Continuing to develop and implement a strategy for the future management and direction of the school, to ensure continued pupil progress and school development in a challenging and constantly changing educational climate. This led to the proposal to form a Federation with Cledford. From September 2017 there will be one Governing Board for both schools, made up of 15 Governors.</li> <li>• Utilising and strengthening the collaborative links with Cledford School. Sharing good practice, training opportunities and utilising staff and governor experience for the benefit of both establishments.</li> <li>• Working with school leaders to review our position against past school performance and national markers and considering and developing strategies to improve individual pupil progress, overall school improvement and meet statutory requirements.</li> <li>• Monitoring the implementation of the SEND code of practice and National Curriculum, Pupil Premium finances and implementation of strategies, safeguarding instructions, and the development and content of the new school website.</li> <li>• Monitoring the school Pay Policy and Staff Appraisal and Acting Head Teachers Appraisal.</li> <li>• Monitoring parental/carer's views of the school through attendance at parents' evenings and a survey given out at one of these evenings.</li> <li>• Maintaining the school ethos and continued overall development of the school site.</li> <li>• Ensuring that the school was and is financially solvent and able to meet all demands on the budget including the strategies needed to accommodate the prolonged absence of the Head Teacher.</li> <li>• Ensuring that the board has support through Cheshire East's recognised governance and clerking services.</li> <li>• Governor development and succession through access to external and internal training opportunities. This has included ensuring new members have induction training and that we have sufficient governors trained on issues such as exclusion.</li> <li>• Governors also attended an "Ofsted Inspection" session, led by Collaboration Head Mrs Booth, where we were able to identify and discuss the school's strengths and weaknesses</li> </ul> <p>As a board we want to express a very big thank you to our effective combined Gainsborough/ Cledford Leadership Team:  Mrs Booth as Collaboration Head of Cledford and Gainsborough, who has continued to take on the challenge of leading two schools.  Miss Hough as Acting Head Teacher who has continued to successfully manage the school.  Mrs Nurse, Deputy Head Teacher who continued her secondment from Cledford school and who has, amongst many other things, shared her knowledge and experience of assessment</p>

	<p>and curriculum development. Mrs Irlam, school business manager, who has kept us solvent, endeavoured to get value for money for services and been instrumental in our achieving an excellent result from our County Financial Audit.</p> <p>Gainsborough has enjoyed another year of rewarding and successful collaboration with Cledford. Best practice has been shared across both schools, joint staff training has taken place and the schools now successfully share a School Business Manager and Site Manager</p>
<p><b>Future plans for the governors</b></p>	<ul style="list-style-type: none"> <li>• Like all Primary and Nursery schools the next year will see us continue to build on our present monitoring and reporting procedures of both internal initiatives , statutory requirements and individual pupil expectations. We will be able to share best practice with Cledford governors and develop a strategy for working as a Federation Governing Board.</li> <li>• We will continue to review the school against the changing Ofsted framework.</li> <li>• Members will continue to develop their individual skills and knowledge base and thereby that of the board through external and internal training opportunities.</li> </ul>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents. The Chair of Governors is Mrs Kate Birchall, who can be contacted via the school office.</p>

Report prepared by K. Birchall July 2017.

Reviewed and approved by Gainsborough Governors, July 2017